## NEW MEXICO JUDICIAL BRANCH

**Reference NMJBPR Section 11** 

## **OUTSIDE EMPLOYMENT APPROVAL FORM**

Employee Name:	Telephone #:
Name of Court:	Date of Request:
Name of outside employer:	
Hours normally worked at the court:	
	ed for outside employment: (Example, Sat, 10-4):
necessary.)	ployment: (Additional sheets may be attached, if
Employee Signature:	
Supervisor Recom	mendation: YesNo
Supervisor Signature:	Date:
Supervisor Comments:	
Administra	ntive Authority Receipt
As Administrative Authority, I have evalu	uated this notice of outside employment.
Yes, I approve this re	quest No, I disapprove this request.
Comments:	
(It is recommended that the Administrative Author	rity provide the reason for disapproval in writing to the employee.)
Administrative Authority Signature	Date
cc: Employee Personnel File	Dev: 7/31/06

Outside Employment Notification Form - Effective 7/31/06

**Inquiries:** Administrative Office of the Courts, Human Resources Division

**Distribution:** All employees of the New Mexico Judicial Branch

**Retain Until Superseded** 

Rev: 9/26/07